

# **Process Servers, Court and Clerk's Office Information and Exchange Presentation**

April 13, 2004

Minutes

## **Welcoming Remarks**

- Michael K. Jeanes, Clerk of the Superior Court, welcomed the attendees and thanked them for attending. He encouraged the group to submit agenda items via email as instructed on the bottom of the agenda.

## **Affidavits of Service**

- Mr. Jeanes advised the group that Filing Counter staff are still experiencing non-compliance with Rule 10(d) issues on Affidavits of Service. Mr. Jeanes announced that effective July 1, 2004 the Rule will be strictly enforced and those documents not in compliance will not be accepted. It was suggested by one Process Server that a standardized form be created, but others disagreed because of the difference in these documents. It was noted that one could be created that would serve the majority of purposes and Mr. Jeanes agreed to have staff review this possibility.
- On a similar topic, Mr. Jeanes informed the group that having the Process Servers' business cards available at the filing counters is currently under review. Staff are reviewing the Justice Court's procedures in this area and the master list they have created. A plan will be presented at the Quarterly Meeting in July for a projected implementation date of October 2004. Mr. Jeanes encouraged the Process Servers to submit suggestions / proposals on this matter.
- Discussions ensued regarding the donation of business card racks with a disclaimer notice that the Court does not endorse any one of the Process Services provided herein.
- Additionally, Court Administration is reviewing the drop boxes being utilized by some Judicial Staff.

## **Listing of All Documents Served on Affidavits of Service**

- Ms. Michelle Markson, Conference Team Supervisor from Expedited Services in the Family Support Center, was introduced to discuss this item. Ms. Markson informed the group that the Family Support Center is receiving copies of incomplete Affidavits of Service. Not all documents served are being listed on the Affidavit and it is not clear what has, has not been, served. She stressed the importance of listing each document served on the Affidavit to avoid any delays.

## **Training Opportunities Conducting iCIS Research - Update**

- Shawn Johnston, Programs Manager in Public Affairs, provided a brief update on iCIS Research Training. The training packet is almost complete at which time it will be forwarded to the Administrative Offices of

the Court for approval and continuing education accreditation. An announcement / training schedule will be posted on the Clerk's Website when these steps have been completed along with contact information for those wanting to participate in the training. Training will be scheduled for various times and days throughout the week to accommodate most schedules in groups of nine or ten participants per session. Ms. Johnston will review the packet to ensure that all input received from Process Servers that can be included in the packet, is included in the packet.

- On a similar topic, Mr. Jeanes asked the Process Servers if they had made use of the Customer Service Center's Public Access terminals to reproduce copies of imaged documents in cases they are reviewing. All 2002 and subsequent cases and all Probate cases (that were active in 1997) back to 1994 are available.
- Comments were made regarding the accessibility / availability of files for review at the Customer Service Center. It is more difficult at this facility, due to location, than it is at the Southeast Adult facility. Mr. Jeanes explained that location of files is easy to determine via the File Tracking system and staff are very willing to retrieve files not on site for customers to view.

### **Changes to Civil Coversheets**

- Michele Delk-Garey, Document Management Director, provided handouts of the new Civil Coversheet. It includes new sub-category codes that will make it easier for customers to use. The new form is also available through the Self-Service Center, Civil Filing Counters and the Clerk's Website under "Forms."

### **Court Administration Topics**

- Phil Knox, Deputy Court Administrator was introduced to present the following topics:
  - a) New Regional Judicial District Rule
    - ✓ A Committee has been established to review Local Rules 10, 11 and 12, regarding Regional Facility Boundaries. A new Rule 10 and subsequent Administrative Order will establish new boundary settings for the Central Court, Northwest Court, Southeast Court and the new Northeast Court, based predominately on zip codes. The Judicial Executive Committee is expected to approve the proposed Rule on April 16<sup>th</sup> at which time it will be sent to the Administrative Offices of the Court, Supreme Court, for adoption.
  - b) Judicial Rotations
    - ✓ Summer rotations are currently being worked on, to be effective on June 28, 2004. Mr. Knox advised that this information will be available on the Court's Website ([www.superiorcourt.maricopa.gov](http://www.superiorcourt.maricopa.gov)) when completed – approximately two weeks.
  - c) Introduction of new Director of Conciliation Court / Family Court Administrator

- ✓ Mr. Knox introduced Mary Bucci, new Director of Conciliation Court / Family Court Administrator. Ms. Bucci has been with Superior Court for approximately two years serving as Regional Director of Justice Courts, providing administration of six courts.

## Other Items

- Questions were raised regarding the new procedures for dropping off documents for Judges due to the closure of the 4<sup>th</sup> Floor, Central Court Building, mailboxes. Documents should be delivered to the appropriate Administration Office as follows:

Civil Court Administration	Lower Level – Old Courthouse Building
Criminal Court Administration	5 <sup>th</sup> Floor – East Court Building
Probate Court Administration	1 <sup>st</sup> Floor – Old Courthouse Building
Family Court Administration	6 <sup>th</sup> Floor – Central Court Building

It was noted that exhibits should be delivered directly to the actual Court Division.

- The Process Servers had follow up questions from the Quarterly meeting held on January 29<sup>th</sup>. These were items that were to be addressed by Brian Karth, Justice Court Administrator:

1. Process Servers Document Depository Boxes - Expediting drop offs
2. Notarizing of Process Servers signatures on Affidavits of Service

(Need for a uniform system)

Additionally, the Process Servers would like to discuss Change of Venue at the Justice Court level. Mr. Jeanes will forward this information to Mr. Karth since he was not able to attend this meeting and they will be put on the July 6<sup>th</sup> agenda. In the interim, the Process Servers were advised they could contact either Brian Karth or Debra Hall (506-7041 or 506-2376).

- Regarding Justice Courts, Mr. Jeanes explained that the new Northeast Court facility is scheduled for completion in mid to late-2005. The facility located at 40<sup>th</sup> Street and Union Hills will house twelve Superior Court Divisions (six Family Court / six Civil) and three Justice Courts, eventually four; Scottsdale Justice Court, Northwest Phoenix Justice Court and the Northeast Phoenix Justice Court. Also, the Peoria Justice Court will be relocated to the Northwest Court facility. Mr. Jeanes also mentioned that eventually a new facility, to house five Justice Courts, will be constructed across the street from the Customer Service Center.
- Mr. Jeanes closed the meeting with a final comment about security issues. The Court is closely reviewing its current policies and is seriously considering no new badge access for employees, attorneys and other individuals that regularly need to appear in Court. It was commented about the hardship this would cause for Process Servers and it was suggested that perhaps the Court could establish a "business window" if they are planning to further tighten security.

- Mr. Jeanes advised that Cari Gerchick, “editor” of Talk of the Town, is also the Clerk’s Office Legislative Liaison and has not prepared a recent issue of this publication. It will however be re-instituted when her legislative priorities diminish.
- A final question was posed of Mr. Jeanes. Process Servers would like to have established some kind of “official received stamp” when they are returning files to the Customer Service Center on behalf of an Arbitrator. This would allow them verification that the file has been returned. Mr. Jeanes will delegate the research on this request and advise the Process Servers at the July 6<sup>th</sup> meeting at the latest.

The meeting was adjourned at 1:10 p.m.